



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**
Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: 741-1583

**TENNESSEE MODULAR BUILDING UNIT CERTIFICATION LABELS
LOST LABEL REPORT INSTRUCTIONS**

All Tennessee Modular Building Unit Manufacturers and Third Party Construction Inspection Agencies (CIA) must use this form to report lost Tennessee Modular Building Unit Certification Label(s).

**Third Party Construction Inspection Agency (CIA) or
Tennessee Modular Building Unit Manufacturer or
Losing Party**

The Third Party Construction Inspection Agency (CIA), Tennessee Modular Building Unit Manufacturer or Losing Party must complete the top section of this form.

**Third Party Construction Inspection Agency (CIA) or
Tennessee Modular Building Unit Manufacturer or**

The Third Party Construction Inspection Agency (CIA) or The Tennessee Modular Building Unit Manufacturer will complete Section "I" of the form. Complete all questions in their entirety. Additional sheets and reports may be attached.

**Tennessee Modular Building Unit Manufacturer or
Losing Party**

The Tennessee Modular Building Unit Manufacturer or Losing Party will complete Section "II" of the form. Complete all questions in their entirety. Additional sheets and reports may be attached.

The Third Party Construction Inspection Agency (CIA) will complete Section “III” of the form. Make detailed statement setting forth your analysis of the factual circumstances surrounding loss. Give specific reasons for recommendation. Additional sheets and reports may be attached. Forward form to the Department for processing.

Tennessee Modular Building Unit Manufacturer

The Tennessee Modular Building Unit Manufacturer will complete Section “IV” of the form only when a modular building unit(s) and/or component(s) are sold for salvage.

Under no conditions will a Tennessee Modular Building Unit Certification Label(s) remain attached to a unit sold for salvage. Return the label(s) with this form to the Department.

If a Tennessee Modular Building Unit(s) is sold to a salvage company with its original Tennessee Modular Building Unit Certification Label(s) affixed, the responsibilities of that unit(s) and/or component(s) and the label(s) remain with the original manufacturer.

Important !! Please Read and Follow!!

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

This form **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in processing.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190 or E-mail at mike.bartlett@state.us.tn.



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CIA / MANUFACTURER/LOSING PARTY – LOST LABEL REPORT

(Must be completed and returned within five (5) days of discovery of loss)

CIA or Mfg.: _____ CIA Code: _____ Date: _____

Address: _____ Phone: () _____

E-Mail Address: _____ FAX: () _____

Authorized Representative (Title): _____

(For Sections I and II)

Name: _____ Signature: _____

SECTION I : SHOWN BELOW NUMBER OF LOST LABELS

(To be completed by Manufacturer or Construction Inspection Agency (CIA))

Quantity _____ Label(s) _____ Month Label(s) Affixed: _____

New Label No. Affixed to Unit: _____

Date Loss Discovered: _____

Label No(s). _____ through and including _____

Name and Address of INDIVIDUAL who last had possession of label(s) when loss was discovered:

Name: _____

Address: _____

Phone: () _____

Name and Address of INDIVIDUAL who discovered loss:

Name: _____

Address: _____

SECTION I : SHOWN BELOW NUMBER OF LOST LABELS (cont.)

(To be completed by Manufacturer or Construction Inspection Agency (CIA))

Phone: () _____ FAX: () _____

E-Mail Address: _____

Police Contacted:

☐ **Yes** By Whom? _____ Date: _____

Results: (Documents included): _____

☐ **No** Why? _____

Private Investigator Utilized:

Results: (Documents included): _____

SECTION II : EXPLANATION OF LOSS

(To be completed by Manufacturer and/or Losing Party)

(One or more signed separate reports may be required and attached)

Individual (Losing Party): Detailed written explanation, discuss the events that led to the loss, what efforts were made towards recovery.

SECTION II : EXPLANATION OF LOSS (cont.)

(To be completed by Manufacturer and/or Losing Party)

Manufacturer: Must provide similar statement if not individual who actually lost the label(s).

SECTION III : CONSTRUCTION INSPECTION AGENCY (CIA) RECOMMENDATIONS

(To be completed by Construction Inspection Agency (CIA))

Make detailed statement setting forth your analysis of the factual circumstances surrounding loss. Give specific reasons for recommendation. If free replacement of a lost label(s) is requested. Submit complete package to the Department.

NO NEW REPLACEMENT LABEL(S) WILL BE ISSUED WITHOUT THE DEPARTMENT'S AUTHORIZATION

SECTION IV : IF MODULAR BUILDING UNIT IS SOLD FOR SALVAGE

(To be completed by the Manufacturer)

Under no conditions will a Tennessee Modular Certification Label(s) remain attached to a unit sold for salvage.

Name of Salvage Company: _____

Owner: _____ Phone: () _____

E-Mail Address: _____ FAX: () _____

Address: _____

(If a unit(s) is sold to a salvage company with its original label(s) affixed, the responsibilities of that unit(s) and the label(s) remain with the original manufacturer.)

Copy and complete form. Submit original form to the Department and provide copies to the Construction Inspection Agency (CIA), as well as the Manufacturer's Files